

# eMARS TTL “Kick Off”

January 25-26, 2006



**Kentucky**  
UNBRIDLED SPIRIT™

# Agenda – TTL “Kick Off” Meeting

- **Welcome and Introductions**
- **Q&A Process**
- **Getting Up To Speed**
- **eMARS Training Catalog**
  - eMARS Training Registration Process
  - eMARS Training Approach
- **Pathlore LMS**
  - Pathlore Access
- **Key Dates**
- **Next Steps**
- **Questions**



# Q&A Process

- Please ask questions as we go along
- Parking Lot will include
  - Questions we need to table for time
  - Questions we need to table because they are coming up later in this presentation
  - Questions we need to research
- Q&A time at the end of session

# Getting Up To Speed

- **Training Needs Assessment**
  - 2,500 Users Requiring eMARS Training
  - 250 Training Sessions Required
  - 14,000 Participant Days



# eMARS Training Catalog

**Draft**



# eMARS Training Catalog

- How do I register for eMARS classes?
  - Agency decision
  - Registration Form in Catalog
  - Spreadsheet



# eMARS Training Catalog

- How am I confirmed for an eMARS class?
  - Confirmation letters sent to participants
    - 2 weeks prior to class
    - Specifying date, time, location
    - Informing participant to confirm with TTL
  - TTL enters confirmation in Pathlore
  - Reminder letters

**IMPORTANT:** No confirmation may mean loss of class seat



# eMARS Training Catalog

- What if I need to cancel an eMARS training class?
  - Participants who need to cancel must notify TTL ASAP
  - TTL enters cancellation in Pathlore.
  - Make replacement quickly.
  - **Cancellation on the day of the class = NO SHOW**





# eMARS Training Catalog

- Where are the eMARS Training Center Locations?

## Frankfort

- *Capitol Annex*
- *Capitol Annex*
- *EPPC*
- *EPPC*
- *EPPC- Workers Claims*
- *EPPC – Labor*
- *KYTC Building*
- *Personnel*
- *KHEAA Building*

*Room 175, Capitol Avenue*  
*Room 195-B, Capitol Avenue*  
*Ash Building*  
*Capital Plaza Tower 14th Floor*  
*657 Chamberlin Avenue*  
*US 127*  
*200 Mero Street*  
*801 Teton Trail*  
*100 Airport Road*



# eMARS Training Catalog

- Where are the eMARS Training Center Locations?

## Field Sites

- *KYTC – District #2*
- *KYTC – District #3*
- *KYTC – District #4*
- *KYTC – District #7*
- *KYTC – District #8*
- *KYTC – District #10*
- *KYTC – District #11*
- *DCJT – ECU*
- *Ky Fair Board Training Room*
- *CHFS*

*Madisonville*  
*Bowling Green*  
*Elizabethtown*  
*Lexington*  
*Somerset*  
*Jackson*  
*Manchester*  
*Richmond*  
*Louisville*  
*Paducah*



# eMARS Training Catalog

## eMARS Registration Process



# eMARS Training Catalog

- eMARS Training Registration Process
  - TTL's will **Wait List** participants
  - No Access to Pathlore – Ann McCalister, Finance & Administration 564-7750 X 2107.
  - Notify Home Base of Participants with Special needs
  - Registration form in Catalog
  - PC ratio of 1.1
  - TTL/AIL's will receive NO SHOW reports
  - Participants will be rescheduled if space available



# eMARS Training Catalog

## eMARS Training Approach



# eMARS Training Catalog

- **eMARS Training Approach**

- **Presentations** – Key to providing end users with understanding.
- **ILT** – Instructor Led
- **ISG's** – Independent Study Guide courses
- **Video Help** – Provides a watch and learn technique
- **eLearning “virtual classroom”** – Facilitators will be overseeing classrooms.



# eMARS Training Catalog

- eMARS Training Team Leads (TTL)
  - Pages 8-11
  - Review listing for accuracy.
  - Contact Home Base Training Team with changes at [eMARS.homebase@ky.gov](mailto:eMARS.homebase@ky.gov)



# eMARS Training Catalog

## eMARS Course Descriptions





# eMARS Training Catalog

- Intro to eMARS
- Chart of Accounts
- General Accounting Overview
- Centralized General Accounting
- Operating & Management Budgets
- Capital and Revenue Budgets
- Cash Receipt Processing
- Accounts Receivable



# eMARS Training Catalog

- Cost Accounting – Projects & Grants
- Cost Allocation
- General Procurement
- Advanced Procurement
- Personal Service Contracting
- Procurement Card Administration
- Centralized Disbursements
- Decentralized Disbursements



# eMARS Training Catalog

- Inventory
- Fixed Assets
- Centralized Check Writer
- Decentralized Check Writer
- Standard reporting
- Custom Reporting
- Travel
- General Accounts Payable
- Accounts Payable



## PATHLORE (LMS) OVERVIEW



# Pathlore LMS

- Pathlore Assessment Survey
  - Identify agencies without access/training
  - Pathlore access granted
  - See me after Session if you need more information
  - <https://pers106.personnel.ky.gov/lms/>



# Key Dates

- Registration Dates (tentatively) 2/6/06 – 3/15/06
- End User Training 3/23/06– 6/30/06
- eMARS Partial Implementation 5/15/06
- eMARS Full Implementation 7/1/06

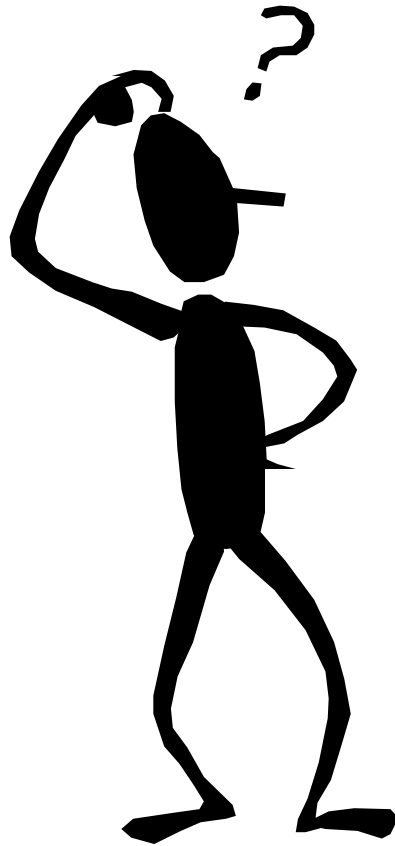


# Next Steps

- Communicate with AIL regarding Training
- Review & know eMARS Course material
- eMARS Training Catalog will be posted to eMARS website. (watch for updates)



# eMARS TTL Meeting “Kickoff”



Questions?